

Office of the Register of Wills/Clerk of Orphans' Court
Bradley C. Jacobs, Register of Wills/Clerk of Orphans' Court
Financial Statement Audit
For the Year Ended December 31, 2018



County of York, Pennsylvania

Gregory F. Bower, MBA
Controller

Tyler J. Chronister
Deputy Controller

Office of the Register of Wills/Clerk of Orphans' Court
County of York, Pennsylvania
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Office of the County Controller

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Deputy Controller



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September 17, 2019

Bradley C. Jacobs
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Office of the Register of Wills/Clerk of Orphans' Court 2018 Audit

We have audited the accompanying Statement of Receipts, Disbursements, and Changes in Cash Balance of the Office of the Register of Wills/Clerk of Orphans' Court for the year ending December 31, 2018.

In accordance with the cash basis of accounting, the preparation and fair presentation of the financial statement is the responsibility of management, which includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatements, whether due to fraud or error.

Our responsibility is to audit the accounts of Row Offices within the County and to report the results of such audits to the York County Commissioners and the York County Controller.

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. The auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control in making those risk assessments. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

Office of the Register of Wills/Clerk of Orphans' Court
County of York, Pennsylvania
Statement of Receipts, Disbursements, and Changes in Cash Balance - Cash Basis
For the Year Ended December 31, 2018

Receipts

County Fees (Probate, Adoption, Misc Fees)	\$	880,803.82
Inheritance Tax Commission and Fees	\$	149,404.29
JCS Fees	\$	80,899.50
Marriage License Fees and Taxes	\$	50,901.50
Automation Fees	\$	30,910.75
Act 24 DPW Fee	\$	34,027.64
Act 34 Counseling Fees	\$	1,050.00
		<hr/>
Total Cash Receipts	\$	1,227,997.50

Disbursements

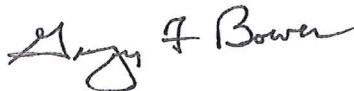
County of York	\$	1,082,299.18
Commonwealth of PA	\$	131,804.00
		<hr/>
Total Cash Disbursements	\$	1,214,103.18
		<hr/>
Increase in Cash	\$	13,894.32
		<hr/>
Cash, beginning of year	\$	76,203.39
		<hr/>
Cash, end of year	\$	90,097.71

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion, the financial statement referred to above present fairly, in all material respects, the cash receipts, disbursements, and cash balance for the year ending December 31, 2018 in accordance with the cash basis of accounting described in Note 1.

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "Gregory F. Bower". The signature is fluid and cursive, with the first name "Gregory" written in a stylized manner.

Gregory F. Bower, MBA
Controller
Office of the County Controller

A handwritten signature in black ink, appearing to read "Tyler J. Chronister". The signature is fluid and cursive, with the first name "Tyler" written in a stylized manner.

Tyler J. Chronister
Deputy Controller
Office of the County Controller

Office of the Register of Wills/Clerk of Orphans' Court
County of York, Pennsylvania
Notes to Financial Statement
For the Year Ended December 31, 2018

Note 1: Nature of the Office and Significant Accounting Policies

Background and Reporting Entity:

The office of the Register of Wills/Clerk of Orphans' Court acts as a conduit for the Commonwealth of Pennsylvania, the County of York, related political subdivisions, and the citizens it serves. Consequently, the Register of Wills/Clerk of Orphans' Court cash balance at any point in time represents undisbursed funds to one (or all) of these parties. The actual operating expenses of the Register of Wills/Clerk of Orphans' Court are paid by the County of York and are not included in the audited Statement of Receipts, Disbursements, and Changes in Cash Balance.

Basis of Accounting:

The books and records of the Office of the Register of Wills/Clerk of Orphans' Court are maintained on the cash basis of accounting and, therefore, the financial statement presented herein does not purport to present the account balances and results of operations in conformity with generally accepted accounting principles. The cash basis of accounting is another comprehensive basis of accounting.

Cash Accounts:

The financial statement prepared for the Office of the Register of Wills/Clerk of Orphans' Court reflects primarily custodial account activity. The account is maintained and reconciled by the Office of the Register of Wills/Clerk of Orphans' Court. Administrative costs and expenses incurred by the Office of the Register of Wills/Clerk of Orphans' Court are reflected on the books and records of the County of York and not on this financial statement.

Note 2: Cash and Equivalents

The general checking account holds funds received by the Office of the Register of Wills/Clerk of Orphans' Court in a custodial capacity and use of these funds by the Office of the Register of Wills/Clerk of Orphans' Court is restricted.

Amounts on deposit in excess of FDIC limits are collateralized by the financial institution with securities held by that entity.

Note 3: Legal Matters

Our audit disclosed no pending litigation involving the Office of the Register of Wills/Clerk of Orphans' Court or Mr. Bradley C. Jacobs, Register of Wills that would affect the financial statement for the year ended December 31, 2018.

Office of the Register of Wills/Clerk of Orphans' Court
County of York, Pennsylvania
Report on Internal Control Over Financial Reporting, Compliance, and Other Matters
For the Year Ended December 31, 2018

In planning and performing our audit of the financial statement of the Office of the Register of Wills/Clerk of Orphans' Court in accordance with auditing standards generally accepted in the United States of America for the year ended December 31, 2018, we considered the Office of the Register of Wills/Clerk of Orphans' Court's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Office of the Register of Wills/Clerk of Orphans' Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office of the Register of Wills/Clerk of Orphans' Court's internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. Given those limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of obtaining reasonable assurance about whether the Office of the Register of Wills/Clerk of Orphans' Court's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect in the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The report is intended solely for the information and use by the management of the Office of the Register of Wills/Clerk of Orphans' Court and other affected county offices, and is not intended to be, and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.